Using GlobalScape DropOff

1) In your web browser, go to: https://gs.anr.vermont.gov/dropoff.
2) Fill out form fields, including:
   - From
   - To
   - Subject
   - Message

3) Solve the Captcha located at the bottom of the form before uploading any files. Type the letters as shown in the image, and then click the green Check Mark.
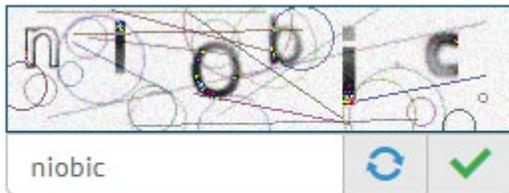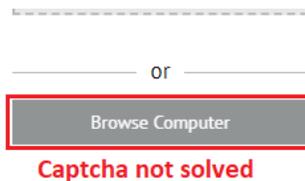

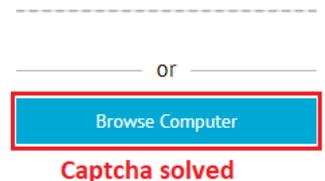When the Captcha has been correctly solved, the "Browse Computer" button will change from gray to blue:

4) You can now upload documents to the DropOff portal. To do this, drag-and-drop files into the area labeled "Drag & Drop Files Here" as shown below. You can also click on "Browse Computer" which will allow you to select files via File Explorer. We recommend uploading individual files rather than folders with files in them.
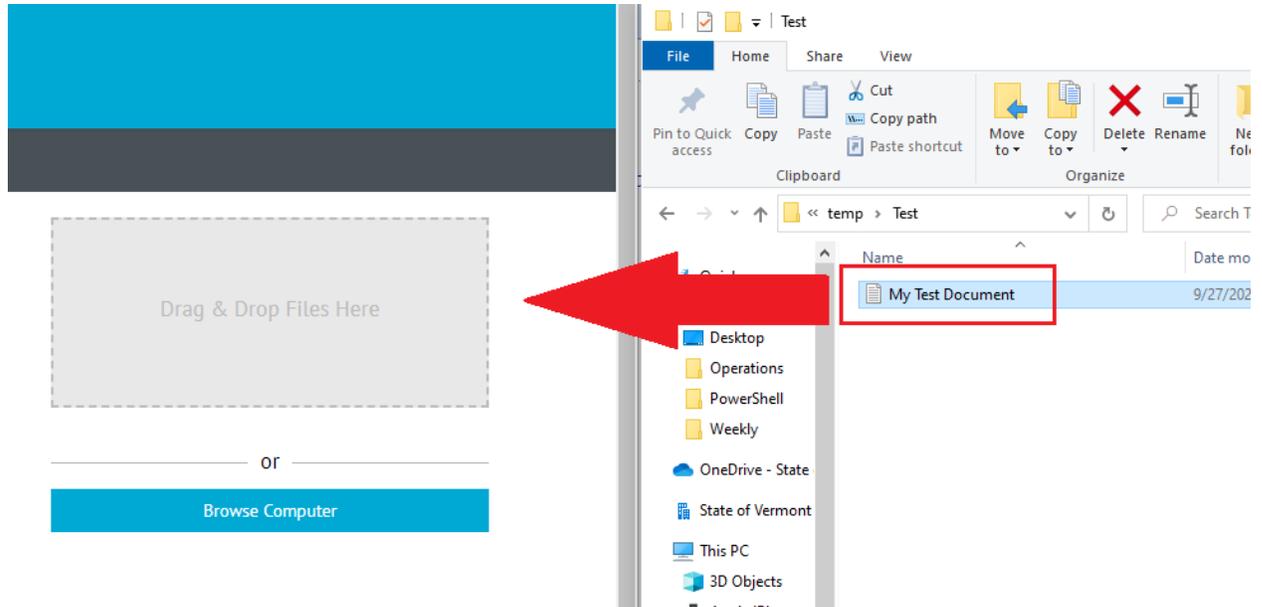
5) Once all documents are listed as "Ready," the "Send Message" button will turn green. Click on this button to send the files.